credit the amounts so received under a new head to be opened in the treasury accounts under Debt heads immediately below that for the Indian Imperial Relief Fund.

2. For the convenience of subscribers and also to avoid numerous small payments into treasuries, responsible persons will be authorised by the Secretary to the Fund or by Deputy Commissioners on his behalf to receive subscriptions and pay them into the treasury. No one who has not obtained written permission from a competent authority should collect subscriptions. Authorised collectors will grant receipts to each subscriber in the special form prescribed for the purpose. Each collector will be supplied with a number of counterfoil receipt books by the Deputy Commissioner of his district on application. Both the foil and the counterfoil of the form should be carefully filled up. The grant of receipt on loose paper or any other form by collectors is strictly prohibited.

3. At the end of each month or whenever the collections exceed Rs. 50, the amount in hand should be sent to the treasury by the collector with a chellan. Special chellan forms in quadruplicate will be supplied to collectors for the purpose by Deputy Commissioners. The treasury should check the amount of the chellan with the amounts noted in the counterfoils of the receipt book covered by the chellan. It should also see that the treasury number of the chellan is correctly noted in the counterfoils and that in the chellan the numbers of the receipts covered by the chellan are noted.

4. In respect of payments tendered directly at District and Taluk Treasuries, the Treasury Officer will act as collector. He will give a receipt to the party in the prescribed form and transfer the collections to treasury balance at intervals in the manner indicated above.

5. A stock of counterfoil receipt books and quadruplicate chellan books is kept in the office of the undersigned and will be supplied on indent to Deputy Commissioners. A stock account of receipt books and chellan books, should be kept in the office of Deputy Commissioners. Collectors should preserve the counterfoils of used up receipt books and chellan books to be returned when called for.

6. The treasury will, after crediting the amount in the accounts, send the quadruplicate copy of the chellan immediately by the day's post to the Honorary Secretary to the Fund. The triplicates will be collected and sent to the undersigned immediately after the close of the month with a schedule of receipts on behalf of the Fund. The duplicate copy will be filed in the treasury.

7. It is particularly requested that all delay either in despatching the chellan to the Honorary Secretary or the monthly accounts to the undersigned should be avoided.

M. N. KRISHNA RAO,
Offg. Comptroller.

INSURANCE.

THE MYSORE STATE LIFE INSURANCE—FAMILY PENSION BRANCH.

Dated 15th October 1914.

As sanctioned in Government Order No. Fl. 4906—B. 33-09-6, dated 18th March 1911, a Family Pension Branch was started as an adjunct to the Mysore State Life Insurance Scheme under separate Rules and has been in operation from August 1911. All employees of the Government who are eligible for life insurance may secure substantial pensions to their parents, wife, children and certain other relations by paying additional monthly subscriptions. For example an employee whose present age is twenty-five years, may secure a life pension of Rs. 5 payable from the date of his death, to his wife whose present age is 18, by paying a monthly subscription of Rs. 1-7-9. Similarly a monthly pension of Rs. 5 payable from the date of death of the subscriber to the date on which his son attains his 21st year or his daughter attains her 18th year or marries, may be secured to a son or daughter, whose present age is 5 years, by paying a monthly subscription of Re. 0-11-7.

As a concrete instance of the benefits of the fund, the following case may be mentioned. An officer joined the Family Pension Branch as a subscriber in August 1913, the monthly subscription payable by him being Rs. 17-10-10. He died in September 1914, having paid subscriptions to the extent of Rs. 230. The following pensions are payable to his nominees:—

Monthly. Mother Rs. 10, wife Rs. 20, both for life. Each of his 4 daughters Rs. 10, till they attain their 18th year or marry.

There are reasons to believe that the existence of this Branch of the State Life Insurance office and its benefits are not known to many Government employees. Every one interested is requested to obtain a copy of detailed rules by applying to the Secretary to the Mysore State Life Insurance Committee, Bangalore.

INSURANCE COMMITTEE.

COPY OF NOTICE.

The Government of His Highness the Maharaja of Mysore have been pleased to extend to non-official persons domiciled in the territories of Mysore, the Mysore State Life Insur-

ance Scheme, which was hitherto confined to the State officials. This new State Public Insurance Scheme provides for the issue to men and women of four kinds of policies namely :—

1. Whole Life Assurance.
2. Whole Life Assurance by limited payment.
3. Endowment Assurance.
4. Children's Endowment.

Persons who desire to avail themselves of the advantages of this Insurance Scheme are requested to send up proposals for Insurance. Copies of proposal forms are available at all the District and Taluk Treasuries, and the Office of the Secretary, State Life Insurance Committee, Bangalore, and will be supplied free on application. For further information regarding Rules and Rates, application should be made to the Secretary, Insurance Committee.

M. N. KRISHNA RAO,
Secretary, Insurance Committee.

RULES REGARDING THE SPECIAL PROCEDURE FOR THE TRANSACTIONS BETWEEN THE POST OFFICES AND THE TREASURIES IN THE MYSORE STATE.

I.—EXTENT OF APPLICATION OF THESE RULES.

1. These rules apply to all transactions between post offices in Mysore and Mysore State Treasuries. They do not therefore apply to—

(*a*) Remittances between the Resident's Treasury at Bangalore and the Bangalore head office and any of its sub-offices authorised to have direct monetary transactions with the Resident's treasury, or to

(*b*) Remittances between the Mysore post office and the treasury at Coimbatore through the sub-post office and sub-treasury at Kollegal.

The Bangalore and Mysore post offices will therefore maintain a treasury pass book, etc., for these transactions under the rules laid down in the *Post Office Manual and Civil Account Code* as explained in the *Postal Account Code*, Volume I (provincial issue), quite apart from and in addition to the accounts prescribed in these rules.

N.B.—The district treasuries in Mysore render an account to the Resident's treasury monthly of all receipts from and payments to post offices, and the Resident's treasury verifies the Mysore State Treasury account submitted by post offices with the accounts sent by district treasuries; but as the submission of the statements by district treasuries does not take place until after the middle of the month following that to which it relates, the verification by the Resident's treasury officer cannot be made till the end of that month.

II.—THE MYSORE STATE TREASURY PASS BOOK.

2. (i) The Mysore State Treasury Pass Book is a complete record of all sums received from or paid into the district (State) treasury and its taluk treasuries (whether in cash or by transfer) by a head office or any of its sub-offices. The pass book which is in Form A/C-8, should be kept by each head office situated in the Mysore Province and will remain in the postmaster's personal custody and he should himself make all the necessary entries in it and sign each entry.

(ii) Each sub-office having dealings with taluk treasuries will similarly keep a Mysore State Treasury Pass Book [in Form S.O. 3 (*a*)] in which should be recorded all sums received from or paid into the taluk treasury by itself.

III.—REGISTER OF TRANSACTIONS WITH THE MYSORE STATE TREASURY.

3. The individual items in the treasury pass book of the head office should be transferred to the register of transactions with the treasury [in Form A/C-8 (*a*)] and daily totals should be made in the latter of (i) all remittances to the treasury and (ii) all drawings from the treasury.

IV.—REMITTANCES TO STATE TREASURY.

4. (i) When a remittance is to be made to a treasury (district or taluk) by head offices, the amount should be entered in the State Treasury Pass Book referred to in rule 2 above by the head postmaster, and a memorandum of remittance (in Form A/C-11) should be prepared in *triplicate* with an *indelible* pencil and carbonic paper. The memorandum should be impressed with the *oblong money order stamp* and signed by the head postmaster. The treasury pass book should also be signed by the head postmaster and sent with the money and the original and the duplicate copies of the memorandum of remittance to the treasury, or the taluk treasury, as the case may be. The triplicate copy of the memorandum should be retained on record in the post office.

(ii) The State treasury officer will place his initials against the entry in the treasury pass book in acknowledgment of the remittance and return the book to the head postmaster who should examine it and satisfy himself that the receipt of the amount has been duly acknowledged. The original and the duplicate copies of the memorandum of remittance will be retained by the treasury officer.

5. (i) When a remittance is to be made to a treasury (district or taluk) by sub-offices the amount should be entered in the treasury pass book referred to in rule 2 (ii) above by the sub-postmaster and a receipt [in Form S.O.-3 (*b*)] should be prepared in *quadruplicate* with an *indelible* pencil and carbonic paper. The receipt should be impressed with the *oblong money order stamp* and signed by the sub-postmaster. The treasury pass book should also be signed by the sub-postmaster and sent with the money and the original, the dublicate and the triplicate copies of the receipt to the treasury or taluk treasury as the case may be. The quadruplicate copy of the receipt should be retained on record in the post office.

(ii) The officer in charge of the treasury will attest the entry in the treasury pass book, retain the original and the duplicate receipt, and return the book and the triplicate receipt duly signed to the sub-postmaster, who should examine them to see that the remittance has been acknowledged. The receipt should be forwarded by first post in the account bag to the head office in support of the charge to which it relates.

NOTE.—Form A/C-11 bound in books of 50 serially numbered forms in triplicate and form S. O.-3 (*b*) bound in book of 30 serially numbered forms in quadruplicate will be supplied by the stock depot in the usual course.

V.—DRAWINGS FROM STATE TREASURY.

6. (i) When money is to be drawn from a treasury (district or taluk) by head offices the amount should be entered in the State Treasury Pass book referred to in rule 2 *supra* by the head postmaster, and a voucher (in Form A/C-12) should be prepared in duplicate with an *indelible* pencil and carbonic paper. The voucher should be impressed with the *oblong money order stamp* and signed by the head postmaster. The treasury pass book should also be signed by the head postmaster and sent with the original or upper copy of the voucher to the treasury, or the taluk treasury, as the case may be. The lower or carbonic copy of the voucher should be retained on record in the post office.

(ii) The officer in charge of the treasury will initial the entry in the treasury pass book and return it, with the money, to the head postmaster, who should examine it and satisfy himself that the amount received corresponds with the entry in the book. The treasury officer will retain the voucher.

7. (i) When money is to be drawn from the treasury (district or sub) by sub-offices, the amount should be entered in the treasury pass book referred to in rule 2 (ii) above by the sub-postmaster and a voucher in form S.O.-3 (*c*) should be prepared in triplicate with an *indelible* pencil and carbonic paper. The voucher should be impressed with the *oblong money order stamp* and signed by the sub-postmaster and sent with the original and the duplicate copies of the voucher to the treasury. The triplicate copy of the voucher will be retained on record in the post office.

(ii) The officer in charge of the treasury will attest the entry in the treasury pass book, retain the original voucher and return the book and the duplicate voucher with a note of payment written across the latter. The sub-postmaster should examine both documents and satisfy himself that the amount received corresponds with the entries in the book and the voucher. The duplicate voucher returned by the treasury should be forwarded by first post in the account bag to the head office.

VI.—SUB-OFFICE TRANSACTIONS WITH TREASURIES.

8. Drawings from and payments into treasuries (district or taluk) will be communicated as they occur to the head office concerned as described in rules 5 and 7 *supra*. The postmaster of the head office should enter the amounts represented by the sub-treasury receipts and vouchers in the treasury pass book of his own office and forward the pass book with receipts and vouchers to the officer in charge of the district (State) treasury who will return them after attesting the entries in the pass book. On their return the receipts and vouchers should be placed on record in the head office. The register of transactions with the treasury will then be written up daily in accordance with the instructions conveyed in paragraph 3 above.

VII.—MONTHLY MYSORE STATE TREASURY ACCOUNT (FORM A.C.-9).

9. (i) At the end of the month the postmaster of the head office should enter the total payments and drawings, in words and figures, below the last transaction in the treasury pass book and then prepare the "Mysore State" treasury account which should be an exact copy of the treasury pass book. The treasury account should be signed and dated by the postmaster and sent to the officer in charge of the Resident's treasury, Bangalore, under a registered cover addressed to the postmaster, Bangalore, for verification. The treasury officer's verification will in every case be for the actual amounts which have been credited and debited in his accounts as rendered by him to the Accountant-General, Madras, for the month. There will be a difference between the total amounts acknowledged by the treasury officer and those entered by the postmaster in the treasury account whenever drawings from or payments into sub-treasuries towards the end of a month are included in the cash account of the head office in the same month but are not communicated to the district treasury until

the next month, or whenever transactions with sub-treasuries towards the end of a month are communicated to the district treasury in the same month but are not included in the cash account of the head office until the next month. In the former case the treasury officer will strike off and in the latter case add those transactions.

(ii) As soon as the State treasury account is received back from the treasury officer, Bangalore, the remarks, etc., made by him with the date entered by him should be copied in the treasury pass book and the postmaster should compare the entries in the treasury pass book with those in the verified treasury account received back from the treasury officer, and, if any fresh items have been added by the treasury officer in red ink, immediate steps should be taken to call for the receipt or vouchers for those items from the post offices concerned and bring the transaction into the cash account of the head office if they have not already been accounted for.

(iii) The particulars regarding the transactions of one month which are brought into the accounts of the head office in the following month will be entered in the treasury pass book for the month in which they are brought into the accounts of the head office, and against these the following remark will be made :—

"Included in the verification of the treasury officer, Bangalore, for the month of 191 ."

Such items will not be entered in the treasury account prepared for the verification of the treasury officer but will be struck out of the pass book with an appropriate remark before the treasury account is copied out.

(iv) The treasury account should be dated by the postmaster and totalled (in words as well as in figures) so as to agree with entries (3) of the treasury suspense account before being sent to Bangalore for verification.

VIII.—MYSORE TREASURY SUSPENSE ACCOUNT.

10. (i) The first three entries of this account will, as directed in paragraph 7, be prepared before the State treasury account is sent to Bangalore and as soon as it is received back duly verified and signed by the officer in charge of the Resident's treasury at Bangalore it should be completed by the postmaster himself so as to show whether there is an agreement between the treasury transactions included in the cash account and those admitted by the officer in charge of the Resident's treasury or whether there are differences to be explained Whenever the Mysore treasury suspense account shows a balance either under "Payments" or "Drawings," the items of which the balance is composed should be fully detailed.

(ii) The Mysore State treasury account which has been signed by the officer in charge of the Resident's treasury and the Mysore treasury suspense account should then be forwarded to the Audit office.

11. These are special rules for the guidance of postmasters in the Mysore State who in other matters regarding their transactions with the Mysore State and other treasuries will be guided by the rules in the Post Office Manual.

R. No. 305, *dated 5th January* 1917.

List of Visitors to the Comptroller's Office Library during November and December 1916:—

Officials	...	...	...	...	49
Non-officials	...	...	...	...	20
Students	...	...	...	...	2
				Total ...	71

M. N. KRISHNA RAO,
Offg. Comptroller.

BANGALORE DISTRICT.

Notification dated 5th January 1917.

It is hereby notified for the information of the public, that the Inspector of the Collecting Savings Bank, Bangalore City, will usually transact business, on the days and at the places noted below, between the hours of 3-30 and 5-30 P.M.

Monday ...	3-30 to 5-30 P.M.	Office of the Registrar of Co-operative Societies.
Tuesday ...	" "	Chamrajpet, Bazaar Street.
Wednesday ...	" "	Oopparapet Police Station.
Thursday ...	" "	Ganigarpet Dispensary buildings.
Friday ...	" "	Seshadripuram Police Station.
Saturday ...	" "	Binny Mills.

N. SUNDARARAJA IYENGAR,
For *Deputy Commissioner,*
Treasury Department.